

## Finance Committee Meeting

March 17, 2021 7:00 PM EST  
Zoom Remote Meeting Platform  
Millis, MA 02054

### In Attendance:

Pete Berube, Chairman  
Craig Schultze, Vice Chairman  
Doug Riley, Clerk  
Joyce Boiardi  
Jim Borgman  
Jodie Garzon  
Cathy MacInnes  
Katie Tieu

### Invited Guest:

Michael Guzinski, Town Administrator  
Carol Johnston, Finance Director  
Chief Barrett, Fire and Rescue  
Chief Soffayer, Police and Dispatch  
Kim Tolson, Library Director  
Rich Nichols, Planning Board Chairman  
Peter Jurmain, Select Board Vice Chairman

Pete Berube called the Finance Committee Meeting to order at 7:02 PM.

### Emergency Management FY22 Budget Request Discussion:

The town has a Local Emergency Planning Committee that meets periodically to prepare for pandemics, power outages, snow storms and hazards in town. The committee consists of representatives from the Board of Health, Police Department, Department of Public Works, Transportation, Select Board and Town Administration.

Chief Barrett, Emergency Management Director, outlined the budget:

Salaries – Annual Stipend:	\$1,500.00
Expenses – Software Update:	<u>\$2,500.00</u>
Total:	<u>\$4,000.00</u>

### Fire and Rescue FY22 Budget Request Discussion:

Chief Barrett outlined the budget:

Salaries:	\$1,578,396.00
Expenses:	<u>\$ 204,350.00</u>
Total:	<u>\$1,782,746.00</u>

Salaries are contractual; the Collective Bargaining Unit is currently in negotiations. In previous Fiscal Years, Medical Control for the Ambulance was provided by Norwood Hospital; Consulting Services \$10,000.00. Since the hospital flooded that service could no longer be provided. The department has since signed on with MetroWest Medical Center, the Consulting Services request for FY22 is \$15,000.00. An additional line item was added to Expenses for FY22, Medical Supplies: \$15,000.00. This amount was previously included in Supplies and Expenses. Separating Medical Supplies from Supplies and Expenses will allow for better tracking of medical supplies used by the department. An additional \$5,000.00 is being requested for Medical Supplies which will eliminate the Oxygen line item. In FY21, Ambulance Fund Revenues funded Uniforms for On-Call Firefighters, \$47,000.00; the FY22 request is reduced to \$25,000.00.

An above level funded request is for Preventative Maintenance Contracts: \$23,000.00. This line item will cover maintenance and inspections of all department apparatus as well as incident reporting software. A large part of this expense covers maintenance and repair of fire trucks by an Emergency Vehicle Technician; the DPW Mechanic is not certified in Emergency Vehicle Repairs.

The last budget report reflected Overtime costs for FY21, \$135,000.00 and Shift Coverage, \$160,000.00, have been expended by 47%. The department has added four Firefighters/Paramedics through a FEMA Grant, however with the added call volume recently, the request for Overtime Salaries for FY22 remain the same as FY21. Twelve Firefighters have tested positive for COVID-19 and a number of the staff have been quarantined over the past year. In general, the staff does respond to calls in full PPE. Jodie Garzon requested the Salaries Budget be reformatted/consolidated in an effort to better understand the overall costs: Shift Coverage, Night Differential, Rescue Wages, Paramedics, etc. Similarly, on Expenses, realizing they are growing more complicated, consolidation would present trends more clearly. It was noted, the town finally funded Clerical Wages for the department in FY21, relieving the Chief of Administrative Duties.

A Capital Item Request for FY22 is the replacement of the 2007 Ambulance. The apparatus is used on secondary calls. State inspection of the apparatus raised several concerns; body and frame rot for example. The total cost is approximately \$350,000.00, which includes a new requirement for a power lifting system. If approved at the May Town Meeting, the department could expect delivery by December, it takes approximately 185 days to build. Ambulance Fund Revenues are increasing; the next ambulance replacement request would be in 2026. If the replacement is not approved, the apparatus would be taken out of service resulting in reduced services to the town as well as loss in Ambulance Fund Revenues. The town's Debt Service from FY21 to FY22 is expected to be reduced by approximately \$100,000.00.

An Ambulance Revolving Fund was established several years ago to offset the cost of ambulance replacements. However, it is no longer a Revolving Fund and has been used to fund other Fire and Rescue Department needs. Revenue projections indicate the 2026 ambulance replacement will be funded by the Ambulance Revenue Fund.

Pete Berube asked the Chief for his overall assessment of the impact of over 55 communities to the department; it has been a direct impact on Emergency Medical Services. The Regency at Glenn Ellen, 100 occupied units, has generated increased emergency medical calls. Acorn Place, 26 units occupied, has as well. The department provides Mutual Aid to Medway which has a number of over 55 communities. Responding to medical emergencies generates revenue for the town. The town is in a good position to handle the emergency call volume with the additions to staff and the second ambulance.

#### Police and Dispatch FY22 Budget Request Discussion:

Chief Soffayer prefaced the presentation with his gratitude towards his staff during the pandemic. Operational adjustments were made for access to the building however, the department's services were never reduced to the residents of Millis. Twelve Police Officers and Two Dispatchers were diagnosed with COVID-19 in the past year.

Chief Soffayer outlined the Police budget:

Salaries:	\$2,066,738.00
Expenses:	<u>\$ 241,524.00</u>
Total:	<u>\$2,308,262.00</u>

Salaries are contractual. Expenses are level funded with the exception of Maintenance Contracts; increased from \$36,863.00 to \$39,863.00. The increase is due to an increase for the RMS (Record Management System).

Chief Soffayer outlined the Dispatch budget:

Salaries:	\$ 286,678.00
Expenses:	<u>\$ 9,250.00</u>
Total:	<u>\$ 295,928.00</u>

Salaries are contractual and Expenses are level funded.

A Capital Item Request for FY22 is a 2014 Police Cruiser Replacement. In speaking with surrounding towns, most towns include this item in the overall Police Operating Budget. The town implemented a lease program for the department in 2016; replacing four cruisers. The fleet is being circulated on a rotating basis and requires replacement every seven years. Thankfully, Kevin Kandola and Jon Wanders, DPW Mechanics, perform routine maintenance on all Police Vehicles.

- Purchase: \$47,872.84
- Lease – 3 years: \$17,111.52/year Total \$51,334.56 + \$1.00 at the end of the lease to own.

A topic of discussion at Tri-Board Meetings has been the option to include vehicle leases/purchases in Department Operating Budgets; a final decision has not been made.

Marijuana Impact Funds FY22 Request includes:

- School Resource Officer Base Salary: \$94,059.92
- Mandated Officer Training: \$25,000.00
- Contractual Officer Stipends: \$10,800.00

The mandated training is in anticipation of enactment of the Police Reform Bill. The training includes: de-escalation and disengagement, use of physical force, mental wellness and suicide prevention. The department coordinates and shares instructor training costs with Holliston, Sherborn, Ashland and Medfield. The training hours result in overtime pay for the Officers.

Chief Soffayer explained the Quinn Bill is an education incentive Officers can receive after obtaining a College Degree. The incentive is implemented during the second year of employment.

Through grants and asset forfeiture, the department was able to purchase or was awarded the following:

- Bola Wraps: \$ 28,500.00
- Municipal Police Training: \$ 17,695.00
- Technology/Equipment Grant: \$ 34,389.00
- Dispatch Training Grant: \$ 15,652.76
- Traffic Enforcement Grant: \$ 11,990.00
- Bullet Proof Vests Grant: \$ 6,400.00
- Evidence Room Audit: \$ 3,600.00
- Training Simulation Equipment: \$ 21,031.32
- K9 Grant: \$ 27,000.00
- Med Project: \$ 1,400.00
- Patrol Rifle Optics: \$ 4,279.92
- Patrol Rifles: \$ 4,822.90
- Portable Ballistic Shields: \$ 5,928.00
- Emergency Trailer: \$ 6,900.00
- Portable Radios: \$ 12,384.59
- Protech Ballistic Helmets: \$ 3,192.00

#### Library FY22 Budget Request Discussion:

Kim Tolson presented an overview of the Library's function and redesigning of services during the pandemic. The Library implemented curbside services, adjusted to an increase in digital materials requests, provided safely distanced tables in the courtyard, encouraged Wi-Fi use from the parking lot and provided virtual programs. In addition, the library layout was redesigned to allow for physical/in-person staffing. The Library offered browsing by appointment. Providing safety protocols at the Library was labor intensive for the staff: cleaning, disinfection, and scheduling appointments.

Salaries:	\$294,598.00
Expenses:	<u>\$156,512.00</u>
Total:	<u>\$451,110.00</u>

The FY22 Budget increases include contractual salary obligations, network membership dues, and accreditation materials requirements. Additional increases to restore normal operations include:

- Staff Hours: \$3,599.00
- Building Repairs: \$1,518.00
- Supplies and Expenses: \$ 675.00
- Office Supplies: \$ 600.00

Membership fees, participation in the Minuteman Library Network, and equipment maintenance are based on estimates, Library Materials is based on a percentage, 19% of overall budget, to keep the Library accredited. The Library Director will inquire why there was a 10+% increase in Membership fees and let the committee know at a later date.

After presenting their budget to the Select Board, the Library was encouraged to offer Thursday and Friday evening hours as well as Saturday hours during the summer months. Those additional staffing hours are being requested as Marijuana Impact Fee Requests for FY22.

Form #5, Equipment Detail, outlined the Public Computing Contract, \$2,650.00, Public Printing Services, \$400.00, Plymouth Rocky/Museum Passes, \$1,500.00 and Patron Technology, \$750.00.

#### Planning Board Warrant Article Discussion:

Rich Nichols presented the Zoning ByLaw Amendment – Parking Dimensions Warrant Article. This article changes the definition of a parking space:

From-

*An off-street space at least nine feet in width and **twenty-one feet in length**, having an area of not less than one hundred eighty-nine square feet, plus access and maneuvering space, whether inside or outside a structure for exclusive use as a parking stall for one motor vehicle.*

To-

*An off-street space at least nine feet in width and **nineteen feet in length**, having an area of not less than one hundred seventy-one square feet, plus access and maneuvering space, whether inside or outside a structure for exclusive use as a parking stall for one motor vehicle.*

This amendment would allow developers to provide parking with less impervious space and more parking spaces. The Planning Board grants a waiver for this on a regular basis, therefore, it makes sense to change the Zoning ByLaw. Cathy MacInnes expressed her concerns over shortening the length and will not be voting in favor of this article.

Zoning ByLaw Amendment – Compact Car Parking allows for compact car spaces in areas with more than twenty parking spaces. The dimensions for compact cars would be eight feet in width and sixteen feet in length. Thirty three percent of the parking lot may be designed for compact cars. Some requirements include, angled parking, pavement markings and one designated area for compact cars. Any space savings will require open space. The amendment is only applicable to new development. Rich Nichols will follow up if the amendment is applicable if an existing parking lot is repaved or relined. The amendment's intent is to attract more retail establishments to town.

#### CARES Act and other Financial Updates:

Carol Johnston emailed a three-tab spreadsheet detailing the town's submissions to the state for CARES Act Expenditures. The total expenditures submitted was \$439,577.00. An additional \$55,275.00 will be submitted. Total available CARES Act funds remaining are \$234,000.00. Those funds will be used to hold the Spring Town Meeting and Vaccination Clinics as well as PPE. The Town Administrator is working with the Board of Health Director to determine the appropriate use of the remaining funds. The deadline for cost incurred was extended to December 31, 2021. It is anticipated additional Federal Funding, \$1,000,000.00, will be received in upcoming months. A review of how those funds can be utilized is underway.

The committee will review the Tree Fund information provided by the Finance Director and will follow up with any inquiries at next week's meeting.

The Sidewalk Fund has a \$50,820.00 balance. Funds were last received in October 2018 and expended in January 2013. Pete Berube will ask the Select Board to consider a Sidewalk Warrant Article, for improvements or expansion, at the upcoming Town Meeting.

#### Spring 2021 Town Meeting Warrant Article Additions Discussion:

There are no updates on additional Warrant Articles for the May Town Meeting. The Town Administrator's office is working diligently to formulize the Final Warrant. The Select Board will be reviewing and approving the Final Warrant at an upcoming meeting. Some articles will be included in the Capital Items Warrant Article or may be withdrawn from the Warrant.

Craig Schultze made the committee aware the Charter Review Committee will be presenting their recommendations to the Select Board at their upcoming meeting.

#### Spring 2021 Town Meeting Warrant Article Assignments:

Article #1 Unpaid Bills – Katie Tieu

Article #2 FY21 Additional Wages and Expenses – Pete Berube

Article #3 FY22 Operating Budget – Pete Berube

Article #4 SEIU (Service Employee International Union) #888 Contract Ratification – Jim Borgman

Article #5 Professional Firefighters Local #4704 Contract Ratification – Jim Borgman  
Article #6 Sewer Enterprise Fund – Pete Berube  
Article #7 Water Enterprise Fund – Pete Berube  
Article #8 Stormwater Enterprise Fund – Pete Berube  
Article #9 Consent Agenda – Katie Tieu  
Article #10 Community Preservation Historic Resource Reserve Fund – Phase II Walling Map Rehab – Craig Schultze  
Article #11 Community Preservation Open Space/Recreation Reserve Fund – MHS Dugout Project – Craig Schultze  
Article #12 Independent Audit – Joyce Boiardi  
Article #13 FY22 Personal Property Interim Inspections – Joyce Boiardi  
Article #14 FY23 Recertification Process – Joyce Boiardi  
Article #15 Capital Items – Pete Berube  
Article #16 Tree Pruning and Removal – Joyce Boiardi  
Article #17 Road Maintenance and Repair – Cathy MacInnes  
Article #18 Previously Approved School Committed Bus Lease – Jim Borgman  
Article #19 Previously Approved School Committed Computer Lease – Jim Borgman  
Article #20 New School Computer Lease – Jim Borgman  
Article #21 61A Purchase – Braun Property, Village Street – Craig Schultze  
Article #22 Street Acceptance Hickory Hills Subdivision – Doug Riley  
Article #23 Zoning ByLaw Amendment – Performance Based Solar Ordinance – Doug Riley  
Article #24 Zoning ByLaw Amendment – Parking Dimensions – Doug Riley  
Article #25 Zoning ByLaw Amendment – Compact Car Parking  
Article #26 Zoning ByLaw Amendment – Cannabis Delivery – Doug Riley  
Article #27 Town ByLaw Addition – Waiver of Town Building Project Permit Fees – Cathy MacInnes  
Article #28 Town ByLaw Amendment – Sewer – Cathy MacInnes  
Article #29 Update Emergency Response Plan – Craig Schultze  
Article #30 PFAS Treatment Design – Craig Schultze  
Article #31 Design/Construction of Drainage Village Street and Birch Street – Doug Riley  
Article #32 Authorize the Sale of Town Land – Acorn Street – Jodie Garzon  
Article #33 PILOT Agreement – Clyde F. Brown Solar – Jodie Garzon  
Article #34 Medicare/Medicaid Reimbursement Services – Katie Tieu  
Article #35 Unemployment Insurance Fund – Katie Tieu  
Article #36 OPEB Fund – Jodie Garzon  
Article #37 Stabilization Fund – Jodie Garzon

Liaison to the Community Preservation Act Committee:

Craig Schultze made a motion to nominate Cathy MacInnes as Finance Committee Liaison to the Community Preservation Act Committee; Katie Tieu seconded. Vote: 8/0 motion carries unanimously.

Finance Committee Operating Policies and Procedures Handbook Review and Discussion:

Pete Berube has reviewed the handbook and relayed his comments/suggestions to Jodie Garzon, the originator of the handbook. The Draft Handbook will be sent to the entire committee to review. A discussion and vote will take place at the Finance Committee Meeting in 2 – 3 weeks.

Old Business/New Business:

Mike Guzinski updated the committee on the PFAS Treatment Design Warrant Article, the town was awarded a grant through the Massachusetts Department of Environmental Protection in the amount of \$197,000.00. The grant will cover design of a treatment facility for Wells #1 & 2.

Cathy MacInnes requested a list of Finance Committee Liaisons to each board and committee.

Finance Committee Meeting Minutes Approval - Postponed

Adjourn Meeting:

Craig Schultze made a motion to adjourn the Finance Committee Meeting at 9:11 PM; Jodie Garzon seconded. Vote: 8/0 motion carries unanimously.

Respectfully submitted,  
Deirdre Gilmore